

CAPPS HR/Payroll — User Group Meeting Minutes

Tuesday, June 23, 2020

9–11 a.m.

(Webinar Only)

I. Welcome (Andrea Smith)

- This is a Webinar through Webex.
- User Group meeting materials will be posted on FMX.
 - To be added to the User Group distribution list, send an email to the CAPPS Governance and Communications Team at CAPPS.CGC.BA@cpa.texas.gov.
- There is a Level 1 Training following this meeting.

II. Production Update: HR/Payroll Support Requests (SRs) (Andrea Smith)

- **SR Summary and Trend Report**
 - The **CAPPS HR/Payroll Summary and Trend Report 06/23/20** document was reviewed.
 - In May, there were 768 active SRs with 131 in high priority status.
 - As shown on the Trend chart, there were 474 SRs opened and 475 closed in May.
- **Governance Approved Enhancements**
 - The **CAPPS HR/Payroll Governance Approved SRs 06/23/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.
- **Required Maintenance**
 - The **CAPPS HR/Payroll Required Maintenance 06/23/20** document was reviewed. Updates since the last meeting are identified with an asterisk (*) and **bolded**.

III. Project Update: CAPPS FY20 HR Payroll Agency Deployment Project Dashboard (Karl Thomason)

- The **CAPPS FY20 HR Payroll Agency Deployment Project Dashboard 06/23/20** document was reviewed.
- The project is green and on track. There are ten deploying agencies. The Code Move date is July 6, 2020. The implementation date is July 13, 2020.
- Key items in the next 30 days:
 - Continue System Testing
 - Continue Cut Over Planning
 - Finalize User Acceptance Testing

IV. Discussion Topic: UAT Update for FY20 Upgrade and Image Tools (Jay Ingram)

- User Acceptance Testing is 95% complete and will conclude this Friday, June 26, 2020.
- There have been 2,137 test scripts completed. If you have submitted a defect, the HR Deployment team will be contacting you.
- There are no issues. We are on track and appreciate everyone's efforts and participation.

V. Discussion Topic: CAPPS Recruit Upgrade – Fluid Release 20B (Rebecca Kelly)

- The **CAPPS Recruit Update Fluid and 20B Presentation 06/23/20** PowerPoint was reviewed.
- Recruit is being upgraded to Fluid – as with the CAPPS System, it will have a new look and feel. With the upgrade, Recruit will no longer request Flash and will have a mobile-responsive interface.
- Oracle will be releasing new features in Fluid through quarterly updates.
 - Release 20A was released May 21, 2020.
 - There is a Fluid Recruiting link now available to access the Fluid functionality.
 - SR 17048 includes scripts and instructions on how to complete certain actions in Fluid 20A.
 - Release 20B has been implemented in the S01 (Testing) environment and is ready for agency testing.
 - Testing will be available from now until the July 14, 2020 Go-Live.
 - New features include updated navigation, Recruiting Center, the Inspect diagnostic tool, and more.
 - SR 21464 includes scripts and instructions on how to complete certain actions in Fluid 20B.
- A short list of Known Bugs have been identified – details of these are listed in the PowerPoint document or can be reviewed in the ASP Solution Center under the following SR numbers: SR 21359, SR 21360, SR 21362 and SR 21364.
- The CAPPS Team is revising desk aids related to these upgrades.
- Users who need login assistance for Recruit S01 should contact SFS Security.

VI. Discussion Topic: CPE Reversal Time and Labor Option (Saundra Farley)

- There have been several inquiries from agencies regarding why payable time is closed in Time and Labor. Incorrect actions when reversing a paycheck can cause payable time to not reopen appropriately in Time and Labor.
- The Navigation to get here is: Navigator>Payroll for North America>Payroll Processing USA>TX CPE Reversal. Depending on which one you pick, depends on whether it goes back to Time and Labor.
- Payable Time Reversal Types include:
 - Reverse and Generate New Row
 - System default.
 - Upon confirmation of the paycheck reversal, hours which originated from Time and Labor are sent back to Time and Labor with a status as “RV Reversed Check”.
 - Payable Time will also have the same hours in an “ES Estimated Status”.
 - Updates to hours on the timesheet, after Time Admin as run, will pull to payroll on the next Load Time and Labor process.
 - Reverse Only
 - Reverse only option reverses the paycheck only.
 - Upon confirmation of the paycheck reversal, hours which originated from Time and Labor are sent back to Time and Labor with a status as “RV Reversed Check”.
 - All time remains closed.
- We ask that agencies allow it to default to “Reverse and Generate New Row”. If changes are needed, allow it to go back to Time and Labor and make updates on the timesheet. If you do select the “Reverse Only” option, all the time remains closed and does not load to payroll.

VII. Discussion Topic: Veteran Workforce Summary Reports Due (Stacey Hassin)

- This is reminder that the online Veterans Workforce Summary Report acknowledgment form (with required complaint reporting included) must be turned into CAPPS today. It was made available on Tuesday, June 16, 2020. If an agency does not turn in this form, it will be noted next to the agency name.

VIII. Discussion Topic: Fiscal Year End (FYE) Processes (CAPPS Support Team)

- The ***Fiscal Year End Presentation 06/23/20 PowerPoint*** was reviewed.
 - Key Information for FYE processing schedule:
 - All transactions processed on August 31 by 5:00 p.m. will be sent to SPRS. All processing will cease until September 2 at 12 p.m. (noon).
 - Normal CAPPS activities will resume at noon on September 2.
 - Key Information for Pre-FYE Rollover Activities:
 - The CAPPS team will open an ASP ticket with description “Agency XXX FYE 2020” for each agency. This will be used to capture all communication and documentation.
 - The test mass re-org spreadsheets must be attached to the ASP ticket in order for CAPPS Production Support to test and provide results to agencies for validation by August 7, 2020.
 - The final mass re-org spreadsheets must be attached to the ASP ticket by August 21, 2020.
 - The final budget load spreadsheets must be attached to the ASP ticket by August 31, 2020.
 - Any last-minute position changes that could impact the department budget load details must be communicated to the CAPPS team via FYE ASP ticket.
 - Agencies must inform managers and employees to make any date-sensitive August transactions ahead of the outage, and ensure all employees are aware of the outage.
 - Key Information for Post-FYE Rollover Activities:
 - Agencies should validate that all employees have been appropriately updated for the new fiscal year. Employees need to be notified of the deadline by which they must enter all annual leave entries with the dates prior to September 1, 2020.
- This presentation was cut off due to timing issues but will be presented again at next month’s HR/Payroll User Group meeting. All material presented is available on FMX under CAPPS HR/Payroll User Group Meetings.

IX. Upcoming Meetings

- Tuesday, July 28, 2020
- Tuesday, August 25, 2020